

# Academic Literacy Skills



## Information Research for NZCEL Level 4

### Learning Outcomes

At the end of the workshop you will understand:

- the information search process
- where and how to search for literature and
- how to select & analyse readings for your research & study.

Learning Hub

Auckland Institute of Studies

Email: [ais-library@ais.ac.nz](mailto:ais-library@ais.ac.nz)

<https://www.ais.ac.nz/student-life/library>



**AUCKLAND  
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# Contents

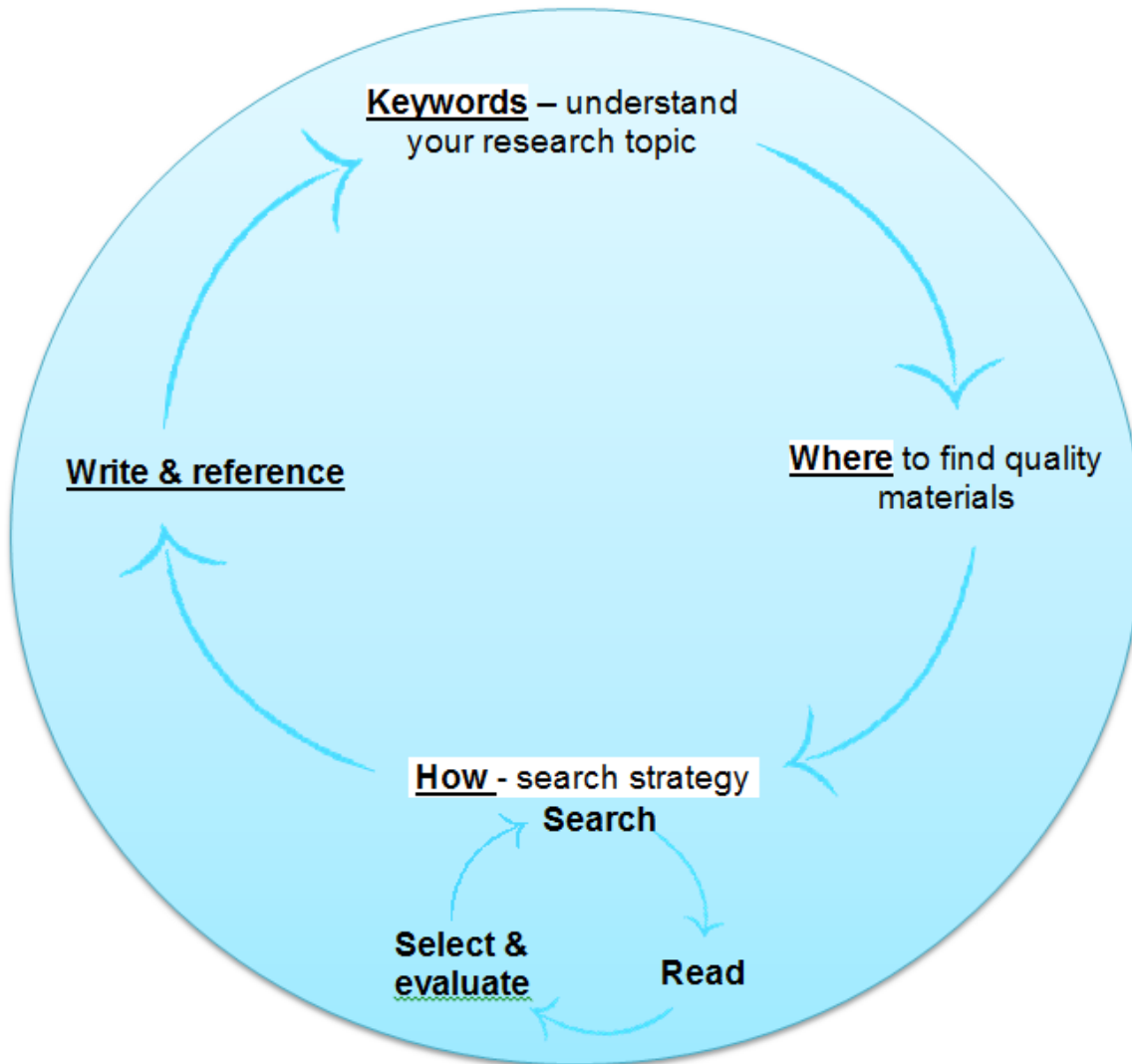
<b>Information Search Process</b> .....	<b>3</b>
<b>Information Search Strategy</b> .....	<b>3</b>
<b>WHAT to search for? Using keywords to manage search</b> .....	<b>4</b>
<b>HOW to search? Key principles of database search</b> .....	<b>4</b>
ProQuest Database search example.....	5
<b>WHERE to search? Accessing academic sources online</b> .....	<b>7</b>
<b>SO WHAT now? Select your readings</b> .....	<b>10</b>
<b>APPLY information, data &amp; readings in your academic work</b> .....	<b>11</b>
Paraphrase, summarise and quote.....	11
Cite & reference your sources in academic writing.....	11
Format in-text citations, reference lists and bibliography using APA 7 <sup>th</sup> Referencing Style.....	11

The Learning Hub team and AIS Librarians are available to support you in your academic journey and provide:

- Research consultations;
- Assistance with in-depth information queries and the identification of key resources;
- Advice on search strategies for finding information;
- Help with citing, referencing and bibliographies;
- Academic literacy and e-skills training workshops and events
- And much more...



## Information Search Process



## Information Search Strategy

1. What to search for? Use keywords to construct and manage your search;
2. How to search? Apply key principles of online database searching;
3. Where to search? Access academic sources online;
4. What to do with hundreds of relevant results? Evaluate and select your readings;
5. Apply found information, data & readings in your academic work by paraphrasing, summarizing, quoting, citing and referencing using APA 7<sup>th</sup> referencing style format.

## WHAT to search for? Using keywords to manage search

Topic:

What is globalisation and what are the main benefits and drawbacks (positive and negative impact) faced by developing and developed countries alike?

<b>Keyword 1</b>	<b>Keyword 2</b>	<b>Keyword 3</b>
<i>globalisation</i>	<i>impact</i>	<i>country/countries</i>
<b>Synonyms</b>	<b>Synonyms</b>	<b>Synonyms</b>
<i>"international cooperation"</i>	<i>"positive impact"</i>	<i>"developing countries"</i>
<i>"global economy"</i>	<i>"negative impact"</i>	<i>"developed countries"</i>
<i>integration</i>	<i>effect</i>	nation, states

## HOW to search? Key principles of database searching

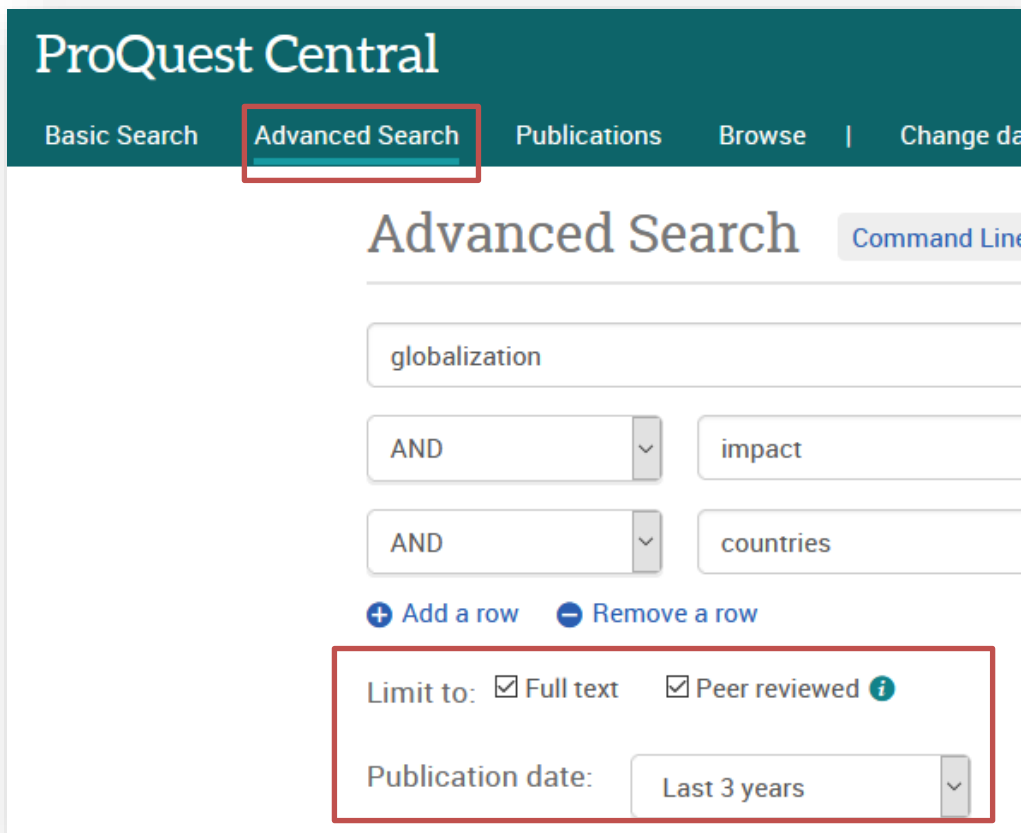
- The more keywords you combine with **AND**, you will retrieve less results but more specific to your topic;
- To further reduce number of results to more current and relevant ones, apply **database limits** (e.g. limit to full-text, peer-reviewed, publication year/date range, subject/topic search or simply add more search terms combined by **AND** to specify your topic);
- **To expand your search** use synonyms combined with **OR**.

### **TIP:**

By changing/ replacing your keywords in the search box, you will retrieve different but still relevant set of results of the same topic.

## ProQuest database search example

**Step 1:** Keyword search (choose Advanced Search interface)



ProQuest Central

Basic Search **Advanced Search** Publications Browse | Change da

### Advanced Search [Command Line](#)

globalization

AND impact

AND countries

+ Add a row - Remove a row

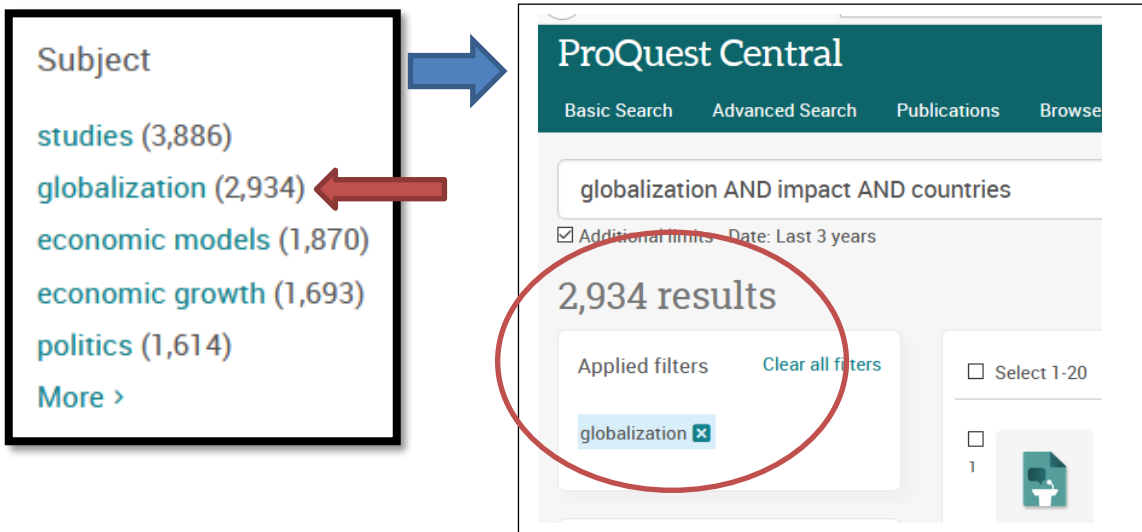
Limit to:  Full text  Peer reviewed [i](#)

Publication date: Last 3 years

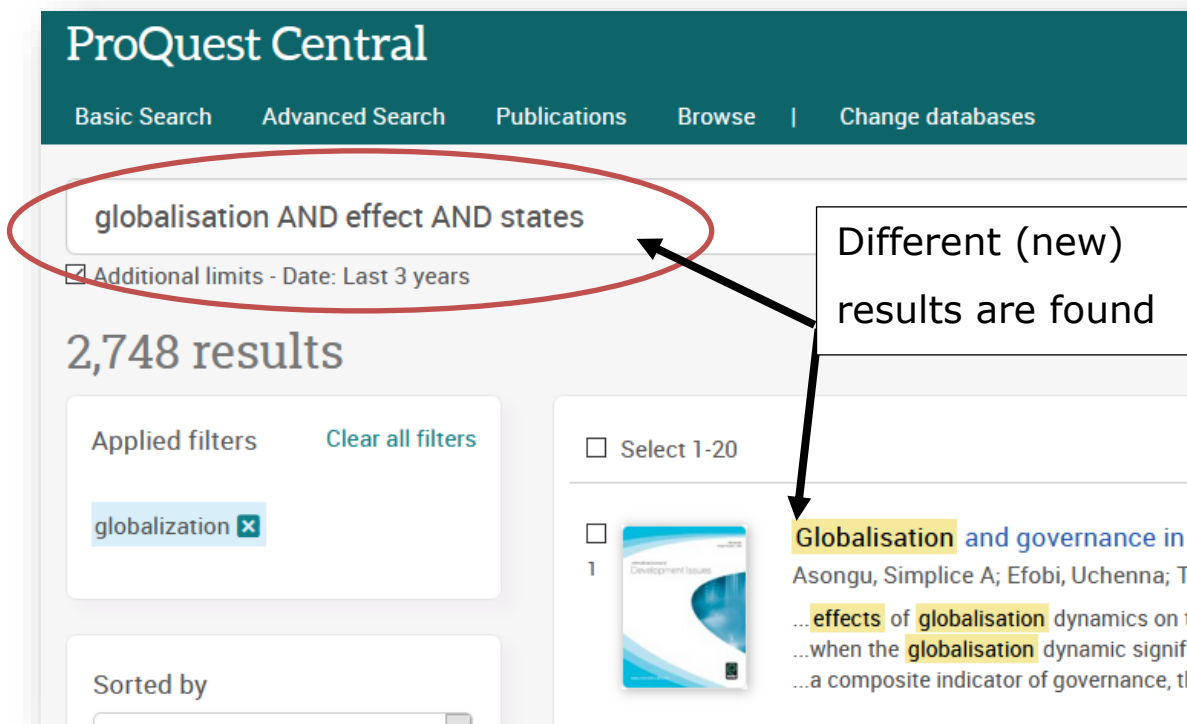
How many results have you found? What types of materials are they?

You can limit your search (as **we found more than 21, 000 results** – who can read them all?) by selecting “Full Text”, “Peer-reviewed”, publication date range and subject/topic they are about.

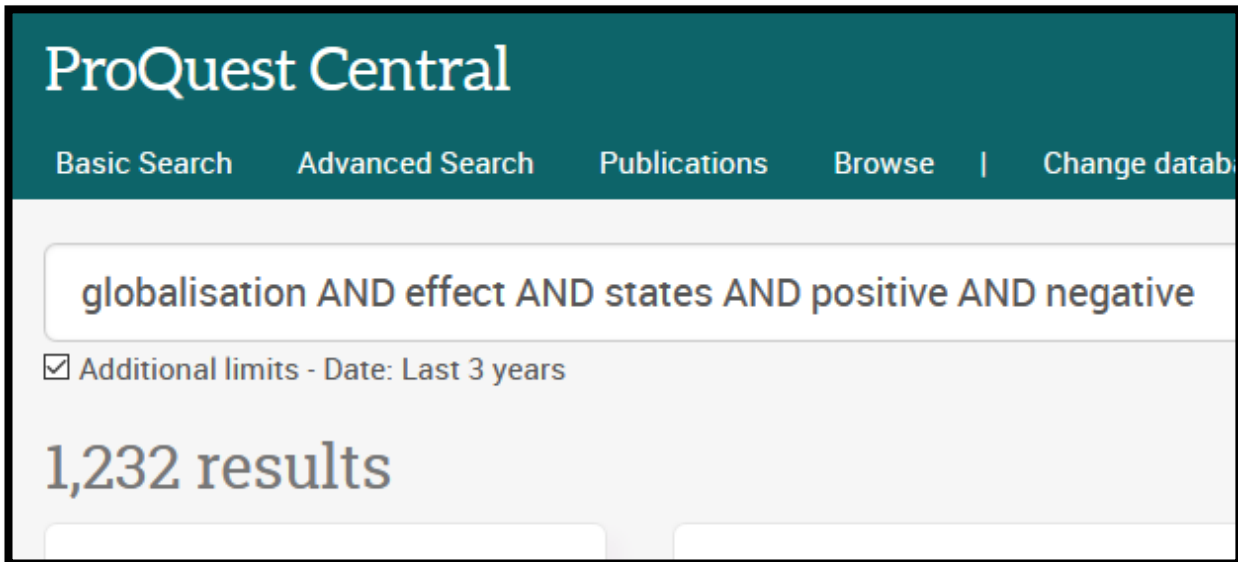
**Step 2:** Specify search further by selecting a Subject



**Step 3:** Replace keyword combination to obtain **a different set of results** on the same topic (also use alternative spelling (American vs British) and singular vs plural variations), for example:



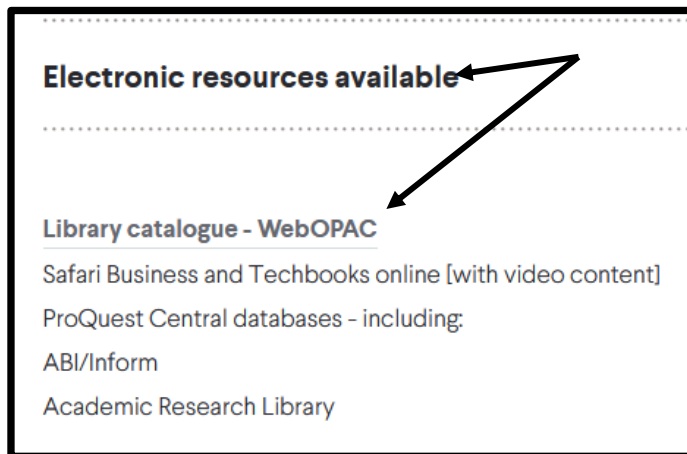
**Step 4:** Add more keywords to your search combined by AND to limit your results further. For example:



## **WHERE to search? Accessing academic sources online**

Search **AIS Library Catalogue online** to find printed (physical) materials:

1. To access Catalogue online, from AIS Library homepage (<https://www.ais.ac.nz/student-life/library>) go to **Electronic resources available** > Library catalogue:



2. Apply the same keyword search principles as in the Library databases:

## Catalogue Basic search

Search words.....  [Search](#) [Check Spelling](#)

Keyword  Title  Author  Subject  Course  Series Title  Classification  ISBN / ISSN

Title: [Globalization and development : country experiences / Kartik C. Roy, Anita Medhekar and Hemant Chittoo, editors.](#)

Author: [Roy, K. C. \(Kartik Chandra\), 1941-](#) [Medhekar, A.](#)

Subjects: [Economic development - Developing countries - Case studies](#)

Date: 2010

Call no.: 338.90091724 R888

Copies: 1 at St Helens Library



The book is available at AIS Library under this number on the shelf. Write it down and visit us at the Library to borrow it.

Apart from searching AIS Library databases (ProQuest, EBSCO, Safari/O'Reilly Tech, WorldBook Online) and AIS Library Catalogue, you can find academic, peer-reviewed and research-based materials from following sources:

**Google Scholar** – open access at <https://scholar.google.com/>

The screenshot shows the Google Scholar interface. At the top left is the Google Scholar logo. To its right is a search bar containing the text "globalisation effects developing countries". Below the search bar, it indicates "Articles" and "About 413,000 results (0.09 sec)". On the left side, there are filters for "Any time", "Since 2020", "Since 2019", "Since 2016", and "Custom range...". Below these are sorting options: "Sort by relevance" and "Sort by date". The main search results area shows a suggestion: "Did you mean: globalisation **affects** developing countries". Below this is the title of an article: "Effects of financial globalisation on developing countries: evidence". The authors listed are "E Prasad, K Rogoff, SJ Wej, MA Kose". A snippet of the article's abstract is visible: "The main purpose of this paper is to provide an assessment of empirical effects of financial globalisation for developing economies, focusing questions:(i) does financial globalisation promote economic growth in...". At the bottom of the article snippet, there are icons for a star, a document, and text indicating "Cited by 181 Related articles".



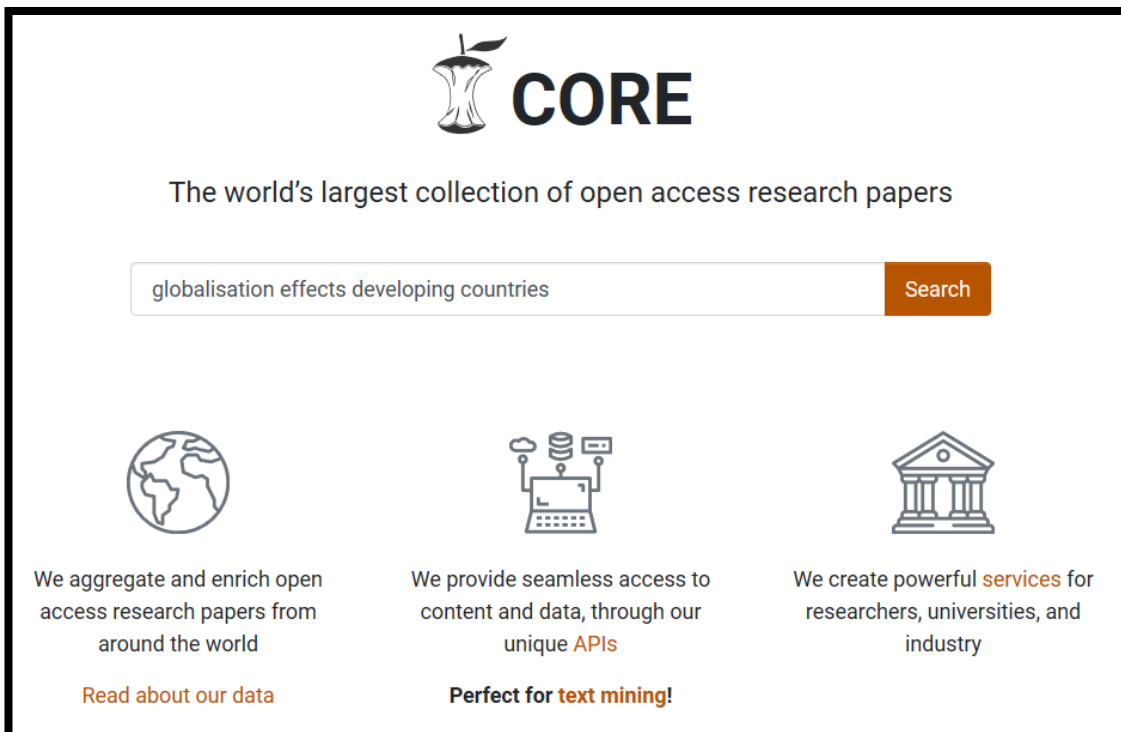
**DOAJ** (<https://doaj.org/>)

Directory of open access journals:

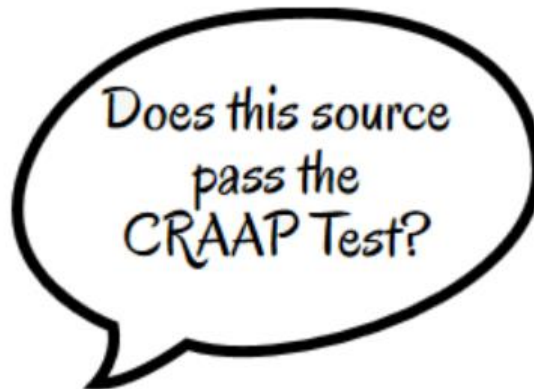


**CORE** (<https://core.ac.uk/>)

The world's largest collection of open access research papers



## SO WHAT now? Select readings from hundreds of relevant results



### Evaluating information - A checklist



## **APPLY information, data & readings in your academic work**

### **Paraphrase, summarise and quote**

In your assignments you will be expected to draw on the writing of experts in your field of study to demonstrate your understanding of key concepts, ideas and debates. The techniques that will assist you to achieve this are: paraphrasing, summarising and quoting combined with correct referencing.

The [Paraphrasing, Summarising & Quoting](#) online guide from Monash University can help you in your writing and thinking process.

### **Cite & reference your sources**

To help you cite and reference readings and sources in your academic writing and study, you can use free web-based referencing software, such as Mendeley (<https://www.mendeley.com>) and Zotero (<https://www.zotero.org/>). Learn more about using Microsoft Word from the AIS Moodle *Study Skills* module.

### **Format in-text citations, reference lists and bibliography using APA 7<sup>th</sup> Referencing Style**

To format in-text citations, reference lists and/or bibliographies in your assignments, reports and research outputs, apply APA 7<sup>th</sup> Referencing Style format (requirement for all students and staff at Auckland Institute of Studies). To help you do that, you can use free APA 7<sup>th</sup> referencing tools online, such as:

- QuickCite (University of Auckland): <https://www.cite.auckland.ac.nz/2.html>
- OWL (Massey University): <http://owl.massey.ac.nz/referencing/apa-style.php>
- APA Style (from American Psychological Association): <https://apastyle.apa.org/style-grammar-guidelines/references/examples>